

Additional Information
Soldier Self-Service DA Form 3355

Timeline for promotion boards: Recommend to the BNS1 that they conduct their promotion boards between the 20th of the previous and the 5th of the promotion month.

Timeline for promotion point input: Recommend to the BNS1 that all promotion points be submitted between the 6th and the 8th (prior to midnight) of the promotion month. This will allow time to get the board proceedings signed and input promotion points on time. This will help to eliminate the submission of ETPs.

Validation of documents: Once a Soldier has made the BNL, the PWC will pull that Soldier's ERB to verify current APFT, Weapons and ensure the Soldier is not flagged. If the APFT/Weapons aren't updated, the BNS1 must provide the PWC a copy of the current APFT/Weapons card. If the Soldier is flagged, the BNS1 must provide the PWC with a copy of the DA Form 268 that initiated the flag. These documents can be electronically sent or hand delivered.

Suspense for validation documents: Recommend the BNS1 turn-in requested documents within 48 hrs to the PWC to ensure promotion orders are published on time.

Documents required by PWC after a promotion board: The PWC will need a copy of the approved board proceedings for every Soldier that attended the promotion board, plus the DA Form 3356, DA Form 3357, DA Form 268 (if flagged), and DA Form 4856 counseling for those Soldiers not recommended in the primary zone.

Removal from Promotion Standing List: If a Soldier is being removed from the promotion standing list for one of the following reasons, a memorandum requesting removal (signed by the promotion authority) must be turned into the PWC with all supporting documents:

- a. Failure to qualify, for cause, for the security clearance required for the MOS in which recommended or competing.

- b. Failure to reenlist or extend to meet service remaining obligations.
- c. Enrolled in Army Weight Control Program. **(Generate DA Form 268)**

Removal from the Promotion Standing List (con't):

- d. Adverse action exists, indicated by a suspension of favorable personnel actions. **(Generate DA Form 268)**
- e. Soldier signs Declination of Continued Service Statement.
- f. Soldier is prohibited from reenlisting when a local or DA imposed bar is approved after attaining recommended list status.
- g. Mandatory reclassification as a result of inefficiency or misconduct.
- h. Release from active duty or enlisted status (Warrant Officer Candidate Course or Officer Candidate Course).
- i. Dropped from the rolls as a deserter.
- j. Failure to maintain the minimum promotion points required to compete.
- k. Denied a waiver to reenlist.
- l. When the promotion authority determines that the Soldier's promotion packet contains fraudulent documents.
- m. Soldier fails to complete training required for MOS for cause of academic reasons.
- n. Failure of record APFT. **(Generate DA Form 268)**
- o. When the promotion authority has approved removal board recommendation that the Soldier be removed from a recommended list.
- p. Erroneous selection (that is, did not meet one or more of the eligibility criteria).
- q. Reduction in grade.
- r. Soldier refuses (in writing) to attend the required NCOES course (when a SGT(P) fails to complete WLC with 270 days post deployment).

Timeline for availability/validation of promotion points added to the system: Points will become available/valid as the eMILPO system generated the change, normally within 72 hours.

ERB Validation: Soldier must ensure that his/her ERB is current. Updating the ERB will preclude the Soldier from having to add points to the DA Form 3355. However, if a Soldier only adds points to the DA Form 3355, he/she will still have to go to the Personnel Service Branch and update their ERB.

Soldier Updates: Soldiers can only update the following documents under the Self-Service DA Form 3355:

- a. Certificates of Achievement (Awarded and signed by CDRs serving in positions authorized by grade of LTC or higher; CSMs at the BDE level).
- b. Certificates of Training (Signed by a LTC or higher; GS-13 or higher).
- c. Correspondence Courses
- d. College Courses
- e. CLEP
- f. NCOES Achievement
- g. College Completion Points
- h. Computer Based Training Hours
- i. Hazardous Duty (Parachutist, Senior Parachutist, Master Parachutist)

Items the PSB are required to update: The PSB is responsible for updating the following items:

- a. Awards (AAM and higher)
- b. College Completion Certificates
- c. College Transcripts
- d. AFPT
- e. Weapons
- f. Suspension of Favorable Actions (DA Form 268)

Documents BNS1 is required to maintain: BNS1 are required to maintain the AAA-294 (with Cdr's points), approved board proceedings, DA Form 3356, DA Form 3357 and DA Form 4856 for those individuals not recommended for promotion in the primary zone. **NOTE: Documents must be maintained for 2 years.**

Documents Soldiers are required to bring to the promotion board: Soldier will now be required to bring his/her DA Form 3355 and ERB for the board president and members.